



**City of Duluth  
Human Resources Office**

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**An Equal Opportunity Employer**

## **ARCHITECTURE & FACILITY MANAGEMENT AIDE \$12.00/HOUR**

**Application Deadline: September 30, 2011**

**APPLICATIONS ARE AVAILABLE IN ROOM 313 CITY HALL, 411 WEST FIRST STREET, DULUTH, MINNESOTA OR ON OUR WEBSITE AT  
[www.duluthmn.gov/employment](http://www.duluthmn.gov/employment) .**

**Job Requirements:** Must be age 18 or older; possession of a valid Minnesota driver's license or privilege; major coursework in architectural drafting or pre-architecture.

Full job description shown below:

### **ARCHITECTURE AND FACILITY MANAGEMENT AIDE**

**PURPOSE:** Assist with architecture and facility management work in assigned areas including architectural drafting using AutoCAD and Revit, filing of project documents.

**Functional Areas:**

- \* 1. Assist in locating architectural drawings and project documents on file, both hard copy and electronic files.
- \* 2. Assist in filing architectural drawings and project documents, both hard copy and electronic files.
- \* 3. Operate and maintain large format color scanner/printer.
- \* 4. Assist in creating architectural drawings by hand and using AutoCAD or Revit Drawing programs.
- \* 5. Maintain a daily log of job activities.
- 6. Perform related work as assigned.

### **JOB REQUIREMENTS**

**Age Requirement:**

- † 1. Must be age 18 or older.

**License Requirement:**

- † 1. Possession of a valid Minnesota driver's license or privilege.

**Education & Experience Requirement:**

- † 1. Major coursework in architectural drafting or pre-architecture.

### Knowledge Requirements:

- † 1. Knowledge of the principles of drafting.
- † 2. Knowledge of general architectural principles and practices.
- † 3. Knowledge and experience with AutoCAD and Revit drawing programs.
- † 4. Knowledge of applicable safety principles and practices.

### Ability Requirements:

- † 1. Ability to operate personal computers for the purposes of creating architectural drawings.
- † 2. Ability to perform supervised drafting work, with ability to use AutoCAD and Revit.
- † 3. Ability to communicate effectively in oral and written forms.
- † 4. Ability to transport oneself to, from, and around work sites.
- † 5. Ability to walk for long distances.
- † 6. Ability to lift and transport large sets of architectural drawings and file boxes of project documents weighing up to 50 pounds.

\*Essential functions of the position

†Job requirements necessary on the first day of employment